Encounter Form IRM Options
Purge Form Tracking files

🔑 This option is locked with the IBDF IRM security key.

Introduction

This option purges old data from the ENCOUNTER FORM TRACKING file (357.96), the FORM DEFINITION file (357.95), and the FORM SPECS file (359.2). It should be queued to run at the site's convenience. The IBDF AUTO PURGE FORM TRACKING option should be used to automatically queue this option to run on a recurring basis.

The option needs no device and has no output.

Example
Purge Form Tracking files option

```
Do you want to purge Form Tracking?
Enter Yes or No:  Y YES
Do you want to purge Form Definitions and Form Specifications?
Enter Yes or No:  Y  YES
Number of Days to Retain:  (60-999): 60//   100

     Select one of the following:

         0          None
         1          Purge Completed Entries
         2          Purge All Entries

Purge what Entries: 1//  2  Purge All Entries
Requested Start Time: NOW//  <RET>  (DEC 06,  1997@08:50:19)
Requested Queued Task+236109
```

AICS Data Entry Menu
Clinic based Data Entry

If an encounter has already been checked out, a warning is given and you are asked if you want to continue. A double question mark (??) at this prompt displays PCE data for the encounter.

PCE, Scheduling, Registration, Clinical Lexicon, Problem List, Vitals, DRG, CPT

Introduction

This option allows manual entry of encounter data by clinic. All forms printed for the encounter will be prompted for data entry. Manual data entry request forms must be scannable. If forms were not previously printed for the encounter, the Clinic based Data Entry option will default to the form(s) defined for the clinic. If no forms have been defined for the clinic, the default data entry form defined in the ENCOUNTER FORM PARAMETERS file will be used. Finally, if the parameters file does not contain a default form for data entry, the Primary Care Sample form issued with V. 2.1 of AICS will be used as the default data entry form. If a form had previously not been printed for an encounter, a forms tracking entry will be created at data entry time for tracking purposes.

A provider may be entered if a provider block is included on the form, and no providers are specified for the clinic.

Once data entry is completed, it is immediately passed off to the Patient Care Encounter (PCE) package. Based on the ENCOUNTER FORM PARAMETERS file, information pertaining to the data sent to PCE may or may not be displayed on the screen. PCE may return errors and/or warnings on any encounter submission. Errors indicate the data was NOT accepted by PCE, and should be fixed and re-submitted. Warnings indicate acceptance of the data by PCE; however, there may be an associated problem that needs addressing. If you are transmitting the data to PCE in the foreground, whenever warnings and/or errors occur, you will be given the opportunity to re-edit the data and attempt to pass it off to PCE again. If the parameter to send data to PCE is set to send in the background, a new resource device is used to manage the number of jobs.

AICS Data Entry Menu
Clinic based Data Entry

Follow-up appointments may be made at the completion of data entry if the MAKE APPOINTMENT IN DATA ENTRY parameter in the ENCOUNTER FORM PARAMETERS file indicates follow-up appointments should be prompted for during data entry.

Example

```
Data Entry of Encounter Forms (by Clinic)


Select Clinic: EF TEST          DOCTOR JOHN

Appointment Date:  7/8/97  (JUL 08, 1997)


      Clinic: EF TEST                         Date: Jul 08, 1997
  Basic Form: PRIMARY CARE           Active Forms: 1
Appointments: 12
===============================================================================


Select Patient: BAILEY,JUANITA

BAILEY,JUANITA            423-36-8010    Feb 23, 1930    Form ID: 67
===============================================================================
       Clinic: EF TEST                    Date/Time: Jul 08, 1997@11:00
    Form Name: PRIMARY CARE            Form Status: DATA ENTRY TO PCE

Items available for Input:
   Check out interview...required.
   BODY WEIGHT                          BLOOD PRESSURE
   BODY HEIGHT                          VISIT CLASSIFICATION
   VISIT TYPE                           PROVIDER
   CLINIC COMMON PROBLEMS               DIAGNOSIS CODE (ICD9)
   EDUCATION TOPICS                     IMMUNIZATION
   EXAMS                                SKIN TESTS
   HEALTH FACTORS                       PROCEDURE CODE (CPT4)
===============================================================================

>>> Check out interview...required.
Checkout Date: NOW//  <RET>  (MAR 14, 1997@15:31)
```

AICS Data Entry Menu
Clinic based Data Entry

Example, cont.

```
Weight: <RET>
Blood Press.: <RET>
Height: <RET>
Select Visit Type (EM) Code: 99213    Intermediate Exam   11-19 Min   99213
ESTABLISHED PATIENT
Select Provider: DOCTOR JOHN//  <RET>  PRIMARY  DOCTOR JOHN   1975
Select Diagnosis Code: 427.32  PRIMARY  Atrial flutter   427.32   Arrhytmia:
Select Patient Education: <RET>
Select Immunizations: <RET>
Select Exam: <RET>
Select Skin Tests: <RET>
Select Health Factors: <RET>
Select CPT Procedure Code: 93205         SPECIAL PHONOCARDIOGRAM

WARNING: Item selected not from Encounter Form....Entry of Narrative Required!


Narrative: SPECIAL PHONOCARDIOGRAM  Replace  <RET>   SPECIAL PHONOCARDIOGRAM
93205
Select CPT Procedure Code: <RET>


You have entered the following:
   Check out interview...required.
   1   Checkout Date           Mar 14, 1997@15:31
   2   VISIT TYPE              Intermediate Exam   11-19 Min  99213
   3   PROVIDER               DOCTOR JOHN                     1975    PRIMARY
   4   DIAGNOSIS CODE (ICD9)   Atrial flutter                 427.32  PRIMARY
   5   PROCEDURE CODE (CPT4)   SPECIAL PHONOCARDIOGRAM         93205
Is this Okay? No// YES

Sending Data to PCE... Successful
```

AICS Data Entry Menu
Clinic based Data Entry

Example, cont.

```
The following data was sent to PCE for: BAILEY,JUANITA
     Clinic: EF TEST at Jul 08, 1997@11:00
     Checkout Date/Time: Aug 16, 1997@14:05
     Primary Provider: DOCTOR JOHN
     Visit Type CPT: 99213
     Primary Diagnosis/Problem 'Arrhythmia: Atrial flutter', ICD9: 427.32
     Procedure: 93205 - - SPECIAL PHONOCARDIOGRAM - Quantity: 1



The following Error(s) occurred while validating data in PCE for:
BAILEY,JUANITA
     WARNING: There are "PXKERROR"s in the "PCE DEVICE INTERFACE MODULE ERRORS"
file in entry number - 10

Do you want to Re-Edit? Yes//   NO

Elapsed time for data entry: 49 seconds.


Do you wish to make a follow-up appointment for BAILEY, JUANITA?    NO
```

AICS Data Entry Menu
Data Entry by Form

> If an encounter has already been checked out, a warning is given and you are asked if you want to continue. A double question mark (??) at this prompt displays PCE data for the encounter.

> PCE, Scheduling, Registration, Clinical Lexicon, Problem List, Vitals, DRG, CPT

Introduction

This option allows you to select a single encounter form for data entry. To utilize this option, a form must be printed for the encounter. Data entry is based on the Encounter Form ID, which is located in the upper left hand corner of the printed Encounter Form. Input is based on the design of the form.

Once data entry is completed, it is immediately passed off to the Patient Care Encounter (PCE) package. Based on the ENCOUNTER FORM PARAMETERS file, information pertaining to the data sent to PCE may or may not be displayed on the screen. PCE may return errors and/or warnings on any encounter submission. Errors indicate the data was NOT accepted by PCE, and should be fixed and re-submitted. Warnings indicate acceptance of the data by PCE, however, there may be an associated problem that needs addressing. If you are transmitting the data to PCE in the foreground, whenever warnings and/or errors occur, you will be given the opportunity to re-edit the data and attempt to pass it off to PCE again.

Follow-up appointments may be made at the completion of data entry if the MAKE APPOINTMENT IN DATA ENTRY parameter in the ENCOUNTER FORM PARAMETERS file indicates follow-up appointments should be prompted for during data entry.

AICS Data Entry Menu
   Group Clinic Data entry

If an encounter has already been checked out, a warning is given and you are asked if you want to continue. A double question mark (??) at this prompt displays PCE data for the encounter.

PCE, Scheduling, Registration, Clinical Lexicon, Problem List, Vitals, DRG, CPT

Introduction

This option allows manual entry of encounter data for a group clinic. It is designed for clinics where the diagnosis and procedure (evaluation and management code) would be identical for all patients in the group. You can exclude specific patient(s) from the group.

After completing data entry for the first patient, the data will then be entered for all patients with the same appointment date/time (with the exception of excluded patient(s)). All forms for the encounter will be asked. If no forms were printed for the encounter, you can select the form for data entry without having to print the form.

Once data entry is completed, it is immediately passed off to the Patient Care Encounter (PCE) package. Based on the ENCOUNTER FORM PARAMETERS file, information pertaining to the data sent to PCE may or may not be displayed on the screen. PCE may return errors and/or warnings on any encounter submission. Errors indicate the data was NOT accepted by PCE, and should be fixed and re-submitted. Warnings indicate acceptance of the data by PCE; however, there may be an associated problem that needs addressing. If you are transmitting the data to PCE in the foreground, whenever warnings and/or errors occur, you will be given the opportunity to re-edit the data and attempt to pass it off to PCE again.

Follow-up appointments may be made at the completion of data entry if the MAKE APPOINTMENT IN DATA ENTRY parameter in the ENCOUNTER FORM PARAMETERS file indicates follow-up appointments should be prompted for during data entry.

NOTE: Forms with patient specific information (i.e., forms with a Patient's Active

AICS Data Entry Menu
Group Clinic Data entry

Example

```
Select Clinic: EF TEST          DOCTOR JOHN
Appointment Date/Time:  2/19@1300  (FEB 19, 1997@13:00)
Clinic: EF TEST                            Date: Feb 19, 1997@13:00
  Basic Form: PRIMARY CARE             Active Forms: 1
Appointments: 1
================================================================================
  1   SPINNER,ALAN A       1211  Feb 19, 1997@13:00  SCANNED           (1)
  2   ALLEN,LARRY          9871  Feb 19, 1997@09:00  PRINTED           (1)


Exclude Patient:  <RET>


SPINNER,ALAN A            442-12-1211    Jul 07, 1950    Form ID: 33005
================================================================================
       Clinic: EF TEST                    Date/Time: Feb 19, 1997@13:00
  Form Name: PRIMARY CARE             Form Status: SCANNED

Items available for Input:
   Check out interview...required.
   BODY WEIGHT                         BLOOD PRESSURE
   BODY HEIGHT                         VISIT CLASSIFICATION
   VISIT TYPE                          PROVIDER
   CLINIC COMMON PROBLEMS              DIAGNOSIS CODE (ICD9)
   EDUCATION TOPICS                    IMMUNIZATION
   EXAMS                               SKIN TESTS
   HEALTH FACTORS                      PROCEDURE CODE (CPT4)
================================================================================
>>> Check out interview...required.
Checkout Date: NOW//  <RET>  (MAR 14, 1997@16:03)
Weight:  <RET>
Blood Press.:  <RET>
Height:  <RET>
Select Visit Type (EM) Code:  99213  Intermediate Exam  11-19 Min  99213
ESTABLISHED PATIENT
Select Provider: DOCTOR JOHN//  <RET>  PRIMARY  DOCTOR JOHN   1975
Select Diagnosis Code:  <RET>
Select Patient Education:  <RET>
Select Immunizations:  <RET>
Select Exam:  <RET>
Select Skin Tests:  <RET>
Select Health Factors:  <RET>
Select CPT Procedure Code:  93205         SPECIAL PHONOCARDIOGRAM

WARNING: Item selected not from Encounter Form....Entry of Narrative Required!

Narrative: SPECIAL PHONOCARDIOGRAM  Replace    SPECIAL PHONOCARDIOGRAM  93205
Select CPT Procedure Code:  <RET>
```

AICS Data Entry Menu
   Pre-printed Form Data Entry

If an encounter has already been checked out, a warning is given and you are asked if you want to continue. A double question mark (??) at this prompt displays PCE data for the encounter.

PCE, Scheduling, Registration, Clinical Lexicon, Problem List, Vitals, DRG, CPT

Introduction

This option allows you to enter data on forms that are pre-printed without patient data. Entry of this data creates a stand alone encounter (the equivalent of what was previously called an Add/Edit).

Once data entry is completed, it is immediately passed off to the Patient Care Encounter (PCE) package. Information pertaining to the data sent to PCE is displayed on the screen. PCE may return errors and/or warnings on any encounter submission. Errors indicate the data was NOT accepted by PCE, and should be fixed and re-submitted. Warnings indicate acceptance of the data by PCE; however, there may be an associated problem that needs addressing. Whenever warnings and/or errors occur, you are given the opportunity to re-edit the data and attempt to pass off to PCE again.

Follow-up appointments may be made at the completion of data entry if the MAKE APPOINTMENT IN DATA ENTRY parameter in the ENCOUNTER FORM PARAMETERS file indicates follow-up appointments should be prompted for during data entry.

AICS Data Entry Menu
Pre-printed Form Data Entry

Example

```
Data Entry Pre-Printed form, No appointment

Select Patient: SPINNER,ALAN A  07-07-50     442121211     NO     NSC VETERAN
Select Clinic: EF TEST          DOCTOR JOHN
Appointment Date/Time: 7/9/96@0800 (JUL 09, 1996@08:00)

Patient has the following appointments:
   Jul 09, 1996@08:00    EF TEST                DATA ENTRY TO PCE         (1)
   Jul 09, 1996@11:00    TJ TEST1               NO FORM PRINTED           (0)

Okay to use Jul 09, 1996@08:00 for Data Entry? No//   YES

SKINNER,ALAN A             442-12-1211    Jul 07, 1950    Form ID: 76
===============================================================================
        Clinic: EF TEST                   Date/Time: Jul 09, 1996@08:00
   Form Name: PRIMARY CARE               Form Status: DATA ENTRY TO PCE

Current form Status is DATA ENTRY TO PCE
Are you sure you want to continue? No//   YES

Items available for Input:
   Check out interview...required.
   BODY WEIGHT                        BLOOD PRESSURE
   BODY HEIGHT                        VISIT CLASSIFICATION
   VISIT TYPE                         PROVIDER
   CLINIC COMMON PROBLEMS             DIAGNOSIS CODE (ICD9)
   EDUCATION TOPICS                   IMMUNIZATION
   EXAMS                              SKIN TESTS
   HEALTH FACTORS                     PROCEDURE CODE (CPT4)
===============================================================================
>>> Check out interview...required.
Checkout Date: NOW//   <RET> (MAR 21, 1997@08:04)
Weight: <RET>
Blood Press.: <RET>
Height: <RET>
Select Visit Type (EM) Code:  99213   Intermediate Exam   11-19 Min   99213
ESTABLISHED PATIENT
Select Provider: DOCTOR JOHN//   <RET> PRIMARY  DOCTOR JOHN   1975
Select Diagnosis Code:  427.32 PRIMARY  Atrial flutter   427.32   Arrhytmia:
Select Patient Education:  <RET>
Select Immunizations:  <RET>
Select Exam:  <RET>
Select Skin Tests:  <RET>
Select Health Factors:  <RET>
Select CPT Procedure Code:  93205         SPECIAL PHONOCARDIOGRAM
```